Bishop Fox's

High Standards & High Expectations



Year 7 Information

- 2025 -

INTRODUCTION

Welcome to Bishop Fox's! We have a great deal of information that we need to share with parents/guardians of our new Year 7 students which we have put together in this document for you.

We hope to see all of our new Year 7 students on the transition days on Tuesday 1st and Wednesday 2nd July. There will be a parents evening on Wednesday 2nd July at 6pm where you will have a chance to meet your childs Head of Year, Form Tutor and other key members of staff and ask any questions you may have.

We look forward to welcoming everybody on Thursday 4th September for a positive start at Bishop Fox's School.

CONTENTS

Page 3. Communication

Page 4. ScoPay and Photo, Video and Sound Consent

Page 5-7. School Uniform

Page 8-10. Attendance and Punctuality

Page 11. First Aid and Medication

Page 12-13. Acceptable Technology User Agreement

Page 14. Design & Technology

Page 15. Canteen Price List

COMMUNICATION

At Bishop Fox's School we use Class Charts to communicate with parents / guardians. Class Charts is an online tool to help you keep track of your child's homework, achievements, behaviour and report absence.

All messages regarding school trips, events, parents evenings and any other messages are sent via this platform. We strongly encourage parents / guardians to regularly access their Class Charts account using their own login details (provided by the school) which is linked to your child's account. These log in details will be issued to students in their first IT lesson and parents / guardians will receive log in details via email once your child has started school in September.

We recommend downloading the Class Charts app on your mobile device or accessing the service by clicking on the Class Charts icon on the homepage of the school's website.

If you or your child has any questions about the service, please do not hesitate to get in touch with us on office@bishopfoxs.co.uk

Parent Bulletin
We send out a Parent Bulletin every Friday with a brief round-up of the week, sporting results and fixtures, the canteen menu for the following week and any other information we think you need to be aware of. We send this out via Class Charts and we also post it to our school Facebook page.

Fox's update
We produce a newsletter every half term which celebrates our students achievements, successes and progress from all areas of school life. This will also be sent out via Class Charts, posted on our Facebook page and also published on the latest news section of our website.

FOLLOW US ON SOCIAL MEDIA

If you're not already, get following our social media accounts for all the latest news, photographs and events.

Facebook: Bishop Fox's School

Twitter: @BishopFoxs

Instagram: Bishopfoxstaunton

SCOPAY

We are a cashless school and payments for trips etc are all made online. The advantages are that it provides a more efficient, faster and better quality service. You will receive an email directly from ScoPay in September which will provide you with instructions and assistance to set up your account.

Cashless Catering & Biometric Consent

Our canteen is also cashless and the system is also able to provide you with information on the food and drinks your child buys each day. The system is biometric and works on recognising the thumb or fingerprint of your child at the revaluation pay points and tills.

Any amount of money can be paid into a student's cashless catering account and money spent on food and drink will be deducted on a daily basis. Your child's canteen account can be topped up via ScoPay, or if your prefer, there is a cash-loading machine which takes coins and notes which is located in the Dance Hall.

A daily 'spend limit' of £5 will be programmed into the system. This can be increased or decreased for an individual student by emailing office@bishopfoxs.co.uk.

If you think your child may be eligible for Free School Meals, please refer back to our previous email with the information letter and link to apply. If you do not have access to this, please email office@bishopfoxs.co.uk

We require the consent of at least one parent in order that the biometric information of your child can be processed. Please be assured that this information remains within the school and the biometric information taken is an algorithm, not the actual fingerprint.

If you choose not to have your child registered, the school will provide a 4-digit PIN code as an alternative method of identification. The preference of the school is to use biometrics as this is more secure and much faster than any other method of identification.

Biometric fingerprinting in schools is a process used where no image of the fingerprint is stored. A series of digits is created so the computer can recognise a child when he/she places their fingerprint on a scanner. When they leave school these details are deleted from our systems. In doing this, we have to inform you under the Data Protection Act and Protection of Freedoms Act that we use this system, and are required to obtain consent.

To give your consent, please click **here.**

PHOTO, VIDEO AND SOUND CONSENT

We love to share and celebrate our students achievements and successes throughout their school life at Bishop Fox's and regularly post photos and videos on our official social media pages and in marketing materials. To enable us to do this, we require consent from parents / guardians.

It is important that we protect your child's interests, respect your wishes and comply with Data Protection law. We will not use a photo or video of your child without. Please read the 'Conditions of Use' **here** and give your consent if you wish to do so.

SCHOOL UNIFORM

Positive working relationships are essential to support the learning of students at Bishop Fox's School. We have a very smart uniform that students take great pride in wearing. The vast majority of students wear their uniform appropriately and adhere to the school's rules for uniform, thus avoiding unwanted conflicts and confrontations during the school day. To prevent future conflicts, please can parents/guardians help us to maintain the standard of uniform and ensure when new items of uniform are bought, they comply with our standards.

Students are expected to adhere to these our uniform expectations as shown on the uniform list on the following page. These expectations are both while in school and on the journey to and from school.

Where students fail to meet our expectations, items of inappropriate clothing will be confiscated and daps will be issued in place of trainers. In extreme cases students will be withdrawn from the school community until the problem is resolved. The uniform expectations are illustrated here →



Students failing to follow these expectations are likely to be asked to change, placed in the reflection room or sent home to change.

Non-Uniform days, school trips and excursions

Students are expected to dress in a manner that is appropriate for the educational setting and respect the values of our school during trips, excursions and non-uniform days.

Students should wear neat and clean attire that is comfortable and suitable for the specific activity. Clothing should be modest, avoiding items that reveal undergarments, excessively expose skin, or are overly casual or revealing. Clothing should not feature offensive language, symbols or images. Students should ensure their clothing attire is respectful and appropriate e.g. length of skirt is in line with school uniform policy (just above the knee).

We appreciate your support with our expectations.

SCHOOL UNIFORM

Blazer: School navy-blue badged blazer *(compulsory)*.

Jumper: School navy-blue badged jumper may be worn under the blazer for warmth *(optional)*.

Trousers: Black or charcoal grey, tailored trousers *(chinos / jeans are not permitted)*.

Skirts: Black or charcoal grey skirts that are an appropriate length *(just above the knee - stretchy skirts are not permitted)*. To assist in clarifying this issue we recommend the 'Colchester' skirt which is available to purchase from South west Schoolwear.

Shirt: White traditional school shirt worn with a school tie - to be worn tucked into waistband of trousers or skirt with the top button done up.

Tie: Striped tie for Years 7 to 10 *(plain maroon privilege tie with logo for Year 11 - these are only available from school)*. Full Colours / Excellence ties can be earned.

Outer Coats: Should be in plain colour.

Please note that "Hoodies" and Baseball Caps are NOT to be worn in school

Shoes: Black sensible shoes *(for safety reasons high-heeled, platform shoes or open sandals are not allowed)* and no trainers, daps, vans/leather vans or canvas shoes to be worn in school. Trainers are only permitted when playing sports and any students wearing trainers in school will be issued with daps.

Socks: Black or grey socks. White socks are not permitted.

Jewellery: The wearing of extensive jewellery is not permitted. If ears are pierced, studs or small discreet earrings can be worn. Spacers/stretchers are not permitted. Nose studs or any other body piercing are not allowed. False nails and nail extensions are not permitted. Only clear nail varnish may be worn.

For Health and Safety reasons students may be asked to remove jewellery in some D&T and P.E. lessons

Hair: Extremes of hair styles or unnatural hair colours are not allowed.

Mobile Phones: Mobile phones should be switched off and kept in students bags. These items will be confiscated if used during the school day and parents / guardians may be asked to collect them.

The school cannot accept responsibility for mobile phones or any other item of value brought into school.

Uniform rules apply to students on the journey to and from school as well as during the day. Students who do not conform to the uniform rules may be sent home or placed in the reflection room until all the uniform expectations are met.

All clothing must be marked with the student's name.

PE UNIFORM

Indoor Sportswear:
Fox's logo polo shirt
Plain navy shorts / Fox's logo skort
White sports socks
Non-marking trainers
Fox's logo navy sweatshirt
Plain navy tracksuit bottoms *(optional)* / Fox's logo tracksuit bottoms / Black leggings

Outdoor Sportswear:
Fox's logo rugby jersey (maroon reversible) *Boys only*
Knee length maroon socks with sky blue turnover top
Plain navy shorts / Fox's logo skort
Plain navy tracksuit bottoms *(optional)* / Fox's logo tracksuit bottoms / Black leggings
Navy rainjacket *(optional)*
Fox's logo Sports Holdall *(optional)*

KS3 Dance Kit:
Plain white polo shirt
Plain navy shorts / navy skort
Plain black leggings / tracksuit bottoms
Bare feet

GCSE Dance:
Black logo t-shirt
Black leggings or jogging bottoms

GCSE Drama:
Black logo t-shirt
Black leggings or jogging bottoms

Girls Feet-Up Dance Club:
Plain white polo shirt or Feet-Up T-shirt
Plain navy shorts / trousers

Boys Foxonic Dance Club:
Plain white polo shirt or Foxonic club T-shirt
Black jogging bottoms

Additional Sports Items:
Towel / Boots
Shin guard *(strongly advisable)*
Mouth guard *(strongly advisable)*

We strongly advise all students to wear protective equipment in appropriate physical activities, e.g. gumshields in hockey and rugby, and shin pads in hockey, football and rugby.

ITEMS CAN BE PURCHASED FROM:

South West Schoolwear, 144 East Reach, Taunton. Tel: 01823 278080
Website: www.swschoolwear.co.uk Email: taunton@swschoolwear.co.uk

ATTENDANCE

We have an ongoing drive to improve student attendance and work closely with parents/guardians to improve both attendance and punctuality. Research has shown that regular attendance and good punctuality are crucial factors in students achieving their full potential and we believe this will be even more crucial as we expand our opening to all students in September. Bishop Fox's School is committed to providing a full and efficient education to all, and encouraging our children to strive for excellence. Therefore, for a student to reach their full educational achievement, a high level of attendance is essential.

We wish to work in partnership with parents/guardians and seek your full support in ensuring that your child attends the school every day and on time. We are always pleased to work together with parents/guardians in resolving any difficulties, but we are also committed to improving attendance levels at Bishop Fox's School.

The target attendance figure for all students is a minimum of 97% attendance. Regular attendance is not just a legal requirement, but it is vital for students to maximise their learning and achieve full potential here at Bishop Fox's School. There are a number of important steps that you can take to ensure your child maintains a high level of attendance.

Please ensure your child attends every day, on time, equipped and ready to learn. Tutor time begins at 8.35am and all students need to be on site by 8.30am.

Ensure the school has up-to-date addresses and telephone numbers. We will contact you by text or by telephone if your child is absent and you have not contacted the school. This ensures that truancy is quickly identified.

If your child is too ill to attend school, let us know using Class Charts - there is a section called 'report absence' on here. Please make sure you contact the school every day your child is absent. Medical letters can be uploaded onto Class Charts or handed in at reception. Unexplained absences may result in a welfare check as part of our safeguarding process.

If you wish to check that your child has arrived at the school, you can see this information in real time using our Class Charts App.

If we receive no contact regarding the absence, it is recorded as unauthorised. Ultimately, the school is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You may be asked to provide medical evidence if your child has a poor attendance record.

Wherever possible, please ensure that medical appointments are made outside of school time. We appreciate that this is not always possible and would ask that your child attends school prior to and after their appointment. Avoid trivial absence such as, 'buying new shoes'. This would not be accepted as a reasonable absence.

Holidays should not be taken in school time. Holidays will not be authorised during term time. Holidays taken during term time may result in the school applying for a Fixed Penalty Notice.

Please respond promptly to school letters or telephone calls regarding attendance and punctuality. It is important that parents/guardians contact the school if you are experiencing difficulty in getting your child into school. We have a dedicated school engagement officer who is able to support you and your child.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Bishop Fox's School.

ATTENDANCE...

every day counts!

Attendance affects your future, so make sure it is great!

There are 175 non-term days...
all this time for shopping, holidays, appointments etc.



DID YOU KNOW?...
A two week holiday in term time means that the highest attendance you can achieve across the year is 94.7%. This is below school target.

PUNCTUALITY...

every minute counts!

Punctuality affects your future, so make sure it is great!

...be in school, on time,
every day, ready to learn.



3	6.5	10	13	19
Days lost each year	Days lost each year	Days lost each year	Days lost each year	Days lost each year
5 minutes lost	10 minutes lost	15 minutes lost	20 minutes lost	25 minutes lost

Poor punctuality
Less chance of success!

Very poor punctuality
Serious impact on education and reduced life chances.

DID YOU KNOW?...
If you are 15 minutes late each day you will have missed a full 2 weeks of school in one year?

FIRST AID AND MEDICATION

In order to comply with the Department for Education (DfE) guidelines regarding the administration of medication, I am writing to advise you of our procedures at Bishop Fox's School.

If your child requires prescribed medication during the school day, it can only be administered once we have received a completed parental consent form, available from reception. The medication must be provided in its original packaging, clearly labelled with the student's name and dosage instructions. We are unable to accept strips of tablets or medication not in its original box. All medication should be handed in at reception for safe storage - students must not carry medication on their person.

In line with DfE guidance, we are able to administer certain non-prescription medications (such as paracetamol or ibuprofen), but only with prior written parental consent. This means:

- You must complete and return the relevant consent form, available from reception or the school website.
- The medication must be supplied by the parent, in its original packaging, clearly labelled with the student's name.
- We will not administer any medication unless it is necessary and appropriate to do so.
- We cannot administer the first ever dose of a medication at school.

If no consent has been provided, or if your child requires medication that has not been supplied, you will be contacted to arrange for appropriate treatment. Students should not bring in or carry any medication without prior agreement.

In the event that your child becomes unwell or has an accident during the school day, the following procedure applies: *They should report to the Hub, where staff will assess the situation and consult with the relevant Head of Year before deciding whether to send your child home. Please note that we are only able to provide limited care for illness or injuries until medical treatment can be sought by a qualified practitioner.*

We are unable to respond to injuries or incidents that occur outside of school, and staff are not authorised to transport students to hospital. In the event of a serious medical emergency, we will call an ambulance and contact a responsible adult to collect your child from school.

Please ensure that the school has up-to-date emergency contact numbers, and keep us informed of any medical conditions or changes to your child's health.

Should you require any further information, please contact us at office@bishopfoxs.co.uk

ACCEPTABLE TECHNOLOGY USER AGREEMENT

We understand the benefits technology can have on enhancing the curriculum and students' learning; however, we must ensure that students respect school property and use technology appropriately. To achieve this, we have created this acceptable user agreement which outlines our expectations of students when using technology, whether this is on personal or school devices and on or off the school premises.

1. Using technology in school

• I will only use IT systems, eg computers, laptops and tablets, which my class teacher has given me permission to use

• I will only use the approved email account that has been provided to me by the IT department

• I will not store or use any personal data relating to a student or staff member for non-school related activities. If I have any queries about storing or using personal data, I will speak to my class teacher

• I will delete any chain letters, spam, and other emails from unknown senders without opening them

• I will ensure that I get permission from my class teacher before accessing learning materials, e.g. source documents, from unapproved sources

• I will only use the internet for personal use during out-of-school hours, including break and lunchtimes. During school hours, I will use the internet for school work only

• I will not share my passwords, e.g. to my school email address, with anyone

• I will not install any software onto school IT systems

• I will not use any removable media e.g. USB drives

• I will adhere to the online safety guidelines I have been taught

• I will only use the school's IT facilities to:

- Complete homework and coursework, and to prepare for lessons and exams
- Undertake revision and research
- Gather or process information for extra-curricular activities, e.g. creating the school newsletter

• I will not use the school's IT facilities to access, download, upload, send, receive, view or display any of the following:

- Illegal material
- Any content that could constitute a threat, bullying or harassment, or anything negative about other persons or the school
- Content relating to a person's sexual orientation, gender, religion, race, disability or age
- Online gambling
- Content which may adversely affect the reputation of any organisation (including the school) or person, whether or not they are known to be true or false
- Any sexually explicit content
- Any personal data or information
- AI tools for generating work, inappropriate images and / or harmful content

2. Mobile devices

• I will use school-owned mobile devices e.g. laptops and tablets, for educational purposes only

• I will only use personal mobile devices during out-of-school hours in accordance with the school's behaviour policy

• I will ensure my mobile device is either switched off or set to silent mode during school hours

• I will seek permission from my class teacher before a school-owned mobile device is used to take images or recordings

• I will not use any mobile devices to take pictures of fellow students unless I have their consent.

• I will not use any mobile devices to send inappropriate messages, images or recordings

• I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content

• I will not access the WiFi system using personal mobile devices, unless permission has been given by my class teacher or the IT technician

• I will not take or store images or videos of staff members on any mobile device, regardless of whether or not it is school-owned

3. Social media

• I will not use any school-owned mobile devices to access personal social networking platforms

• I will not communicate or attempt to communicate with any staff members over personal social networking platforms

• I will not accept or send 'friend' or 'follow' requests from/to any staff member over personal social networking platforms

• I will ensure that I apply the necessary privacy settings to any social networking sites

• I will not publish any comments or posts about the school on any social networking platforms which may affect the school's reputation

• I will not post or upload any defamatory, objectionable, copyright-infringing or private material, including images and videos of students, staff or parents, on any online website

• I will not post any material online that:

- Is offensive
- Is private or sensitive
- Infringes copyright laws
- Damages the school's reputation
- Is an image or video of any staff, parent/guardian or non-consenting student

4. Reporting misuse

• I will ensure that I report any misuse or breaches of this agreement by students or staff members to the Headteacher

• I understand that my use of the internet will be monitored by the online safety officer and recognise the consequences if I breach the terms of this agreement, e.g. having personal devices confiscated

• I understand that the Headteacher may decide to take disciplinary action against me in accordance with the school's behaviour policy if I breach this agreement.

DESIGN & TECHNOLOGY DEPARTMENT

ART

Art students in Year 7 are being offered the opportunity to use high quality art sketchbooks. The sketchbooks have a heavy weight cartridge paper and are used throughout the art projects for drawing and experimentation. This is a one off payment of £2 and will cover all the books they need for the art course in Years 7 and 8. The contribution of £2 can be paid via ScoPay in September.

DESIGN & TECHNOLOGY

Design and Technology with construction materials involves; graphic products, computer aided design and manufacture, electronics as well as using woods, metals and polymers.

We feel it is essential to provide as broad and balanced a curriculum to all our students and have devised projects which are challenging and of a high standard, partly thanks to the purchase of more complex components and materials.

Students normally complete three projects each in a year and include projects in Year 7 stencil making, mini light and bridge building and then in Year 8 students will make a motorised jitterbug, a laminated phone stand and a softwood ornament.

If students want to take their work home, we ask for a contribution of £6 towards the materials and components used. This cost covers both Years 7 and 8. Please note that costs are already subsidised by the DT faculty. Payments can be paid via Scopay in September.

TEXTILES

During the next two years your child will be completing a Textiles project. It will involve skills-based work creating samples and then making items to take home.

We have chosen to provide the materials needed to complete the projects and ask that you contribute towards this in a voluntary 'one-off' payment of £5 whereupon students will be able to take their final products home. Payment may be made online via Scopay in September.

We would like to stress that we make absolutely no profit on providing the materials but we hope to ease the burden of students having to go and purchase them themselves. It is also much cheaper and ensures the students have the correct types of fabric to work with.

Thank you for your support.







CANTEEN PRICES

Breakfast deal	£1.80
Hash Brown	£0.45
Pain au Chocolat	£1.15
Croissant	£1.15
Filled Croissant	£1.95
Bacon Roll	£1.30
Cereal	£0.80
Granola	£1.20
Pancake	£1.10
Toast	£0.25
Yoghurt	£0.75
Fruit	£0.45
Fruit Pot	£0.80
Melon Pot	£0.80
Potted Meal	£2.10
Potted Meal Deal	£2.50
Main Meal & Pudding	£2.50
Main Meal	£2.10
Meal Deal	£3.20
Potato Pot	£1.10
Cheesy Nachos	£1.20
Wedges	£1.20
Chicken Pot	£2.20
Bagel Pizza	£1.10
Pizza	£0.95
Garlic Bread	£0.50
Panini	£2.20
Sandwich	£1.90
Wraps	£1.90
Baguette	£2.20

Pasta Pot (large)	£2.10
Cold Pasta	£1.30
Pretzel	£1.20
Sausage Roll	£1.30
Slice	£2
Sub	£1.70
Meatball Sub	£1.70
Toastie	£1.90
Veg Stick Pots	£1.20
Cheesy Chips	£1.80
Chips	£1.40
Jacket & Filling	£2.10
Salad Bar	£1.30
Salad Filling Pot	£0.55
Popcorn	£1
Waffle	£1.10
Cake	£0.95
Small Cake	£0.65
Doughnut Pot	£1.10
Cookie	£0.95
Jelly	£0.80
Ice Pole	£0.60
Ice Lolly	£0.80
Aqua Splash	£0.95
Can drinks	£1.20
Fruit Juice	£0.85
Hot drinks	£0.85
Juice Burst	£1.20
Milkshake	£0.90
Water (500ml)	£0.95